

## **Curriculum Development Adoption and Review**

### **Curriculum Coordinating Council**

The Curriculum Coordinating Council (CCC) is a representative group of district personnel that advises the Board of Trustees, through the superintendent, in matters concerning curriculum, instruction, and assessment. The CCC makes professional decisions pertaining to curriculum, instruction, assessment, and student learning. This means the CCC also serves as a sounding board for certified personnel in curriculum/instruction matters, conducts needs assessments, makes recommendations regarding professional development, coordinates accreditation processes, directs work of all Subject Area Committees, and appoints and directs any other committees necessary for the development, implementation, and long-term evaluation of curriculum and instruction. The CCC does not make managerial decisions related to buildings, personnel, budgets, or other agenda items reserved for the Board of Trustees, administrative team, or building principals.

### **Meetings**

**GENERAL PROCEDURES:** The CCC will meet regularly throughout the school year for the purpose of carrying out its functions. Meeting dates will be established and noted on the monthly district calendar on the district web site. At the beginning of each school year members will be informed of all regular meeting dates. Special meetings may be called as needed by the council chair, superintendent, or at least five members of the CCC. Notification of any extra meetings shall be given at least five work days prior to the meeting.

**DECISION-MAKING PROCESS:** All decisions shall be by consensus of those members present. Voting will be used only when consensus cannot be reached and a decision must be made according to an immediate timeframe. In that case, simple majority shall rule. Consensus principles and procedures are outlined in Appendix A.

**QUORUM:** A quorum constitutes a simple majority of the total membership. Meetings will not be conducted unless a quorum is present.

**CHANNELS OF COMMUNICATION:** All recommendations of the CCC will be presented to the Board of Trustees by the superintendent or his/her designee. In the event that the superintendent is unable to support the recommendations of the CCC, the council chair will present the views of the CCC to the Board.

**AGENDA DEVELOPMENT AND PROCEDURE:** A tentative agenda for the following meeting shall be established by CCC consensus at the conclusion of each regular meeting. Additional agenda items for consideration by the CCC may be proposed by the members, by certified personnel, the superintendent or by members of the Board of Trustees. These items should be submitted to the council chair at least ten work days

prior to the scheduled meeting of the council. The agenda and notification of the meeting shall be distributed to members of the CCC through email, one copy per building for posting by the building administrator, and emailed to each member of the Board of Trustees. Distribution shall occur at least five work days prior to the scheduled meeting. The chair shall determine the priority of agenda items.

**MAINTAINING MEETING RECORDS:** Minutes of all meetings shall be recorded and kept on file by the secretary. Minutes will be forwarded through email to the chair, CCC members, the superintendent, members of the Board of Trustees, and to each building for posting. Summaries of Subject Area Committee meetings shall be forwarded to the chair, and may be included in regular CCC meeting minutes. The chair will maintain a master file of all minutes, summaries, and other materials submitted to the CCC.

### **Amendments**

The mission statements, long-range plan, and policy document are subject to review at the beginning of each year. If changes, corrections, or updating are determined to be necessary after this analysis, then the CCC will make the amendments following the standard procedure for decision making.

### **Personnel**

**COUNCIL CHAIR:** The position of council chair shall be administratively assigned by the Board.

**THE CHAIR OF THE CCC:** The council chair performs the following specific duties:

1. presides at all regular meetings
2. prepares agendas for all regular meetings
3. provides for notification of all meetings
4. calls all special meetings
5. assists in conducting inservice activities
6. oversees selection of CCC members according to the procedure document
7. with the approval of CCC members, appoints and provides training of members of Subject Area Committees
8. monitors attendance of CCC members
9. receives all written resignations from CCC members
10. prepares an annual report on the activities of the CCC to be submitted to the superintendent and Board of Trustees
11. recommends yearly committee goals and objectives
12. represents the CCC at all Board of Trustees meetings and other appropriate public functions, or appoints a CCC member to do so
13. assures that all district committees adhere to the goals of the purpose statement and the long-range plan

**VICE-CHAIR OF THE CCC:** A vice-chair may be selected by members of the CCC. This

individual shall have a minimum of one year's experience as a CCC member and will fulfill all the duties of the chair in that person's absence.

**SECRETARY:** The council chair and superintendent will select an individual who is not a member of the CCC to serve as secretary. The salary or stipend of this position will be reviewed annually and adjusted based on proposed hours of work and the level and type of production required. The duties of the secretary include these provisions:

1. attends all meetings of the CCC
2. takes accurate and thorough notes of proceedings
3. prepares notifications and minutes of all meetings, and distributes them to all CCC members, the superintendent, Board of Trustees, and to all school buildings for posting.
4. maintains all CCC minutes, correspondence, and other pertinent documents
5. performs necessary secretarial tasks for the timely completion of CCC and Subject Area Committee projects
6. demonstrates a willingness to work closely and cooperatively with the council chair and all CCC members for the success of the curriculum development process

### **Members of the CCC**

The members of the CCC shall be representative of district certified personnel, and parent/community members. Representatives will be appointed by administration and the council chair. The chair and CCC vice-chair will work with the superintendent in making the final selections. District personnel members of the CCC will be selected on the basis of interest and experience. Parent/community members should represent a community organization and will be selected according to interest, availability, and a rotation among buildings and levels. Member replacement will be made to maintain appropriate representation. The Board of Trustees must approve all new members as well as current members yearly. Additional provisions are these:

1. **TERMS:** Members of the first CCC will be appointed for one, two, or three years in order to stagger terms. After the initial appointments, all members will serve for a term of three years. They may be reappointed for subsequent three-year terms.
2. **RESIGNATION:** A CCC member may resign following these guidelines: a letter of resignation shall be written and submitted by the resigning member to the council chair at least one regular meeting prior to the effective date of the resignation. The resigning member's constituency shall then be notified immediately by the coordinator. The vacancy shall be filled promptly by the chair using the selection procedures.
3. **COMPOSITION AND REPRESENTATION:** Member selection should provide for a variety of personal and professional traits, assuring that all grade levels, schools, and professional categories are represented. There shall be:

primary teachers (K-2) 1 from B/C and 1 from A/PB***	2
intermediate teachers (3-6) 1 from B/C and 1 from A/PB	2
middle level teachers (7-8) 1 from B and 1 from PB	2
high school teachers (9-12) 1 from B and 1 from PB	2
certified personnel outside regular classroom (1 SPED/Title, 1 FA/Voc/ PE)	2
Instructional Facilitators	all
Secondary guidance counselor	all
building administrators (1 elementary, 1 secondary)	all
superintendent*	1
chair*	1
board member**	1
Community members (representation from the 4 communities)	Not to exceed 4
Tech team representative	1

\*These members are on the CCC by virtue of their positions.

\*\*The Board of Trustees selects one of its members to serve on the CCC.

\*\*\*If a primary teacher is appointed from one community then the intermediate teacher would be appointed from the alternate community.

4. STIPENDS: Most committee work will be completed within the school day. Any additional compensation will be determined based upon the Board's agreement to fund the work.

5. ATTENDANCE: A member may be absent from no more than three regular meetings during one school year. Members will be contacted by the chair and/or superintendent after a second absence. In the case of an ex officio member's absences, the CCC as a whole, or the member's immediate supervisor will make a recommendation.

#### 6. DUTIES OF AN INDIVIDUAL CCC MEMBER:

- a. completes a training program in the curriculum model being used in the district
- b. attends all regularly scheduled meetings of the CCC and assigned Subject Area Committee
- c. maintains positive communication between CCC and building faculties, emphasizing teacher ownership of curriculum planning
- d. assists in training new CCC members, SAC members, or other participants in the district's curriculum development process
- e. chairs a SAC or serves as a member of such committee

e. chairs a SAC or serves as a member of such committee

7. DUTIES OF THE CCC AS A WORKING GROUP:

- a. acts as the communication link among the certified staff, superintendent, and Board of Trustees; and promotes and encourages communication among buildings and levels within the district
- b. establishes meeting dates and length of meetings
- c. sets and prioritizes goals for the year
- d. reviews the curriculum procedure document annually and suggest revisions when appropriate
- e. review the mission statements annually and suggest revisions when appropriate
- f. assures that the mission statements are working statements used in all district decision-making circumstances
- g. develops a long-range plan for curriculum and assessment development, implementation, and evaluation — with an annual review of progress and direction
- h. assists the chair in selection of Subject Area Committee members who are not CCC members
- i. establishes guidelines for Subject Area Committees, approves work completed by these groups, and recommends completed work to the Board of Trustees
- j. assists Subject Area Committees with professional development sessions related to new curriculums
- k. recommends professional development sessions based on the needs and timelines of the curriculum model
- l. guides the district through a process of defining mastery and validates that definition periodically
- m. discusses and possibly modifies student progress reports
- n. creates a plan for extended learning opportunities
- o. makes decisions about assessments
- p. reviews and acts on externally mandated assessment and accreditation issues
- q. reviews the latest trends and developments in curriculum and instruction and makes decisions regarding their applicability in the district

**Subject Area Committees**

The Curriculum Coordinating Council (CCC) appoints Subject Area Committees (SACs) in accordance with the long-range plan for curriculum development. A SAC is formed for each subject area to be analyzed. The primary responsibility of this group is to formulate a results-based curriculum by following an action agenda prescribed by the CCC.

1. **SELECTION:** Prospective members of each SAC should show an interest in curriculum development and have one year of successful classroom teaching experience in that subject area. Exceptions to this rule may occur when particular teachers must be appointed to the SAC because of district size and the need for grade level or course representation. Council members will choose SAC members using

previously mentioned criteria as well as building and grade level representation to guide the selection process. The number of individuals appointed to a SAC may vary according to subject; however, no SAC should be larger than 20 and no SAC involving all levels (elementary, middle, high school) should be smaller than five or six.

2. TERMS: Members of SACs should understand that the committee will meet regularly and will follow a prescribed action agenda.

3. STIPENDS: Most committee work may be completed within the school day. Any additional compensation will be determined based upon the Board's agreement to fund the work.

4. LEADERSHIP: All SACs will be chaired by a member of the CCC. Chairs will preside at meetings, schedule meetings and plan agendas, monitor attendance, work closely with the chair, report progress to the council at each of its meetings, ensure completion of curriculum documents according to a schedule established by the council, and personally present completed curriculum documents to the council and the Board of Trustees.

5. DUTIES OF MEMBERS: SAC members are expected to attend all committee meetings, complete assigned tasks, and maintain positive communication between the SAC and building faculties.

Adoption Date: May 14, 2012

Revised Date: October 12, 2015

Revised Date: October 10, 2016